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28 JUL 1964

FINANCE DIVISION OPERATING PROCEDURE NUMBER 29

SUBJECT: Langley Disbursing Office

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1. To provide service at the Langley Building for payment and receipt of cash the Deputy Custodian will be assigned to manage the Langley Disbursing Office. He will be accountable to the Custodian for the Disbursing Operation and funds advanced to him. He will have the authority to make advances to tellers who will account to him for their teller funds.

2. The Deputy Custodian will establish financial records in such form and detail that will permit for the orderly recording of financial transactions and the establishment of his accountability. The Deputy Custodian will account at least once per working day for the funds advanced to him. The accounting will be reconciled by the Custodian with the books of account maintained for the funds at the Langley Disbursing Office. The accounting will consist of a cash reconciliation and completion of the accounting form, attachment A. All vouchers and other documents which support the figures entered in the reconciliation and accounting form, together with the signed original form and one copy, will be forwarded daily to the Custodian via the Mobile Teller. The copy will be signed by the Custodian after reconciliation and returned to the Deputy Custodian.

3. The Disbursing Procedures set forth in Monetary Division Operating Procedure Number 22 will remain in force and are to be followed by the Disbursing Tellers at Langley, as well as instructions as set forth in Office of Finance Instruction No. 107, attached.

4. The Custodian will be responsible to insure that proper management and control of funds exist at the Langley Disbursing Office, that the Tellers when away from their cash drawer lock same, keep door to disbursing cage locked, that each Teller's fund is locked in a compartmented safe in the vault during off duty hours and that each Teller only have the combination to his compartment except for a sealed envelope held by Chief, Monetary Division.

5. Should there be a discrepancy in the funds balance the Deputy Custodian will report same immediately to the Custodian, or Chief or Deputy Chief, Monetary Division and prepare a full report stating all pertinent facts and efforts made to recover any shortage.

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6. The Deputy Custodian will comply with Monetary Division Operating Procedure No. 23, as pertains to the security precautions concerning the Langley vault.



Chief, Monetary Division

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